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**CAREER OBJECTIVE**

To secure a position as an Accounting and Business Management assistant/ trainee effectively performing both front office and/or accounting functions, handling daily accounting and management operations for a well-established firm.

**EDUCATION**

Tertiary Education: **Ateneo de Zamboanga University (AdZU)**

Course: **Bachelor of Science in Management Accounting**

School Address: La Purisima Street, Zamboanga City, Philippines

Date of Attendance: SY. 2010 - 2014

Secondary Education: Zamboanga National High School – WEST

School Address: RT Lim Boulevard, Zamboanga City, Philippines

Date of Attendance: SY. 2006 – 2009

**PROFILE AND SKILLS SUMMARY**

* Strong technical knowledge in Management Accounting
* Proficient with Microsoft Word, Excel and PowerPoint
* Excellent oral and communication skill (English and Filipino)
* Excellent analytical skills earned through accounting
* Effective, efficient and confident in working on assigned tasks
* Highly trained in providing good project management and reports
* A team player and good follower earned through seminars and volunteer trainings
* Has a strong passion to serve
* Excellent in change and time management
* Highly adaptive to environment and culture; strong interpersonal skills
* A peace advocate
* Civil Service Eligible, Professional – April 6, 2014 (Philippines)
* Filipino; Born on November 11, 1994

**WORK EXPERIENCES/SPECIAL TRAININGS**

Name of Company: **Globe Telecommunications**

Address: San Jose Branch, Zamboanga City, Philippines

Position: On-the-Job Trainee: **Assistant of the Inventory Head Custodian**

Job Description: Studied and experienced hands-on the whole inventory process of the Globe Telecommunications as a partial requirement in Accounting 550 (Theory and Practice).

**Kape Zambo y Busy Bee**

Canelar Street, Zamboanga City

Position: **Strategic Auditor**

Job Description: Conducted a strategic audit on the business; Experienced to audit the overall context (marketing, management, research and development, human resource and information technology) of the business and made recommendations through a strategic audit paper that served as the final requirement in the course of Strategic Management.

**Shopper’s Plaza**

Calixto Rd., Shopper’s Plaza Warehouse, Zamboanga City

Position: **Warehouse Employee**

Job Description: Employed for 2-day work experience as a warehouse employee that accounted the in and out transfer of the stocks and fulfilled the “The Exchange Program” required in the course of Philosophy of Man which entitles Ateneo students to appreciate what they have and to fully understand others’ lives and the world beyond Ateneo portals.

Ateneo de Zamboanga University (SACSI Program: FFP/NSTP)

La Purisima Street, Zamboanga City

Position: National Service Training Program (NSTP) Facilitator

Job Description: Facilitated freshmen college students in making outputs in the outside community from the inputs that they have learned in their First-Year Formation Program (FFP).

**AFFILIATIONS**

* Organization Name: **Accountancy Academic Organization**

Position: Member

Year: 2010 – 2014

* **Junior Philippine Institute of Accountant (JPIA)**

Position: Member

Year: 2010 – 2013

* **Youth Solidarity for Peace (YSP) of Peace Advocates Zamboanga (PAZ)**
* **Interreligious Solidarity Movement for Peace (IRSMP)**

Position: Volunteer

Year: 2008 – 2011

* **Social Awareness and Community Service Involvement (SACSI) Office**

Position: Volunteer

Year: 2010 – 2014

* **Ateneo Blue Vigors (Official Dance Crew of AdZU)**

Position: Secretary and Dance Choreographer

Year: 2011 – 2014

* **Dominican Youth Choir of Dominican Sisters of the Rosary**

Position: Member

Year: 2008 – 2012

**SEMINARS ATTENDED**

* Seminar Title: **Roles of Banks in Economic Development**

Participation: Committee - Logistics

Venue: Astoria Plaza, Astoria Hotel, Zamboanga City

Date: August 23, 2013

* **Finance Forum 2010**

Participant

Professional Review Center, ADZU

September 4, 2010

* Direct Selling Seminar

Participant/Dealer

College Campion Lecture Hall, AdZU

July 21, 2012

* **Good Governance**

Listener

Carlos Dominguez Conference Hall, AdZU

March 12, 2011

* **Western Mindanao BIDA Youth Leadership Camp**

Facilitator

Venue: ADZU – High School Campus, Tumaga, Zamboanga City

January 28-30, 2011

* **Youth Solidarity for Peace Camp**

Participant – Theatre Dance Cluster: November, 2008 - 2009

**Resource Speaker and Head Facilitator** – Theatre Dance Cluster: November, 2010

Western Mindanao State University – Agriculture Campus, San Ramon, Zamboanga City